

**COLORADO DEPARTMENT OF TRANSPORTATION
CAPITAL EQUIPMENT DISPOSITION**

Instructions:

- 1) Use this form when equipment is no longer used, for the purpose for which it was acquired to request disposition instructions from the Office of Transportation Safety (OTS).
- 2) Complete this form, retain copy for records and send original to Colorado Department of Transportation.
- 3) See current contract Management Manual for capital equipment requirements.

Part I (completed by Agency)

Project #	Contract period						to
Agency name							
Agency address							
Item description Model # and Brand name	Manufactures serial # <small>(if no serial # use organizational inventory #)</small>	Date received from vendor	Original cost	% OTS funded	Equipment location <small>(include building and room #)</small>	Remaining Fair Market Value	
1.							
2.							
3.							
4.							
Fair Market Value justification (i.e. manufacturer's listing, comparative research etc.)							
1.							
2.							
3.							
4.							
<p>I certify the above described equipment is no longer needed or will not be used for the intended purposes and activity. I hereby request determination for disposition of this equipment.</p> <p>I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.</p>							
Contract director signature						Date	

Part II (completed by OTS)

OTS approves disposition of the equipment summarized in Part I. Director, Office of Transportation Safety	Date
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Part III (completed by OTS)

Disposition instructions
1.
2.
3.
4.